



K.S.R. COLLEGE OF ENGINEERING

(Autonomous)

K.S.R. Kalvi Nagar, Tiruchengode
Namakkal DT, Tamil Nadu - 637 215

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING OF IQAC FOR 2017-2018

CONTENT

S.No.	Meetings	Dates
1.	Minutes of Meeting - 1	16.08.2017
2.	Minutes of Meeting - 2	03.12.2017



K.S.R.COLLEGE OF ENGINEERING

(An Autonomous Institution, Approved by AICTE, New Delhi & Affiliated to Anna University)

K.S.R. Kalvi Nagar, Tiruchengode- 637 215,

Namakkal District, Tamilnadu

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Ref. 012/KSRCE/Autonomous/Academic Audit Committee/2017-18

Date: 12.08.2017

To

Academic Audit Committee Members

Dear Sir/Madam,

Sub: Academic Audit Committee Meeting – Invited - Reg.

All the Academic Audit Committee members are invited to attend the meeting for the academic year 2017-2018 (Odd Semester) as schedule given below.

Meeting No.	01	Date & Time	16/08/2017 & 10.00 a.m.
Venue	A-Block - Training Hall - 1		

AGENDA

No.	Items
01.	Verifying the corrected Internal test note books of all UG & PG courses.
02.	Cross verifying the marks entries in the consolidated mark sheets and the test note books.
03.	Verifying the structure & standards of the Question papers as Blooms Taxonomy.
04.	Verifying the requisition letters received from absentees and failures to conduct retests.
05.	Observation of Audit Reports and action to be taken.


PRINCIPAL

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K.S.R. COLLEGE OF ENGINEERING
K.S.R. KALVI NAGAR,
TIRUCHENGODE-637 215



Minutes of the Academic Audit Committee Meeting

Name of the Forum	Academic Audit Committee
Meeting No.	01
Date & Time	16.08.2017 & 10.00 a.m.
Venue	A-Block Training Hall-1

Agenda of the Meeting:

No.	AGENDA
01.	Verifying the corrected Internal test note books of all UG & PG courses.
02.	Cross verifying the marks entries in the consolidated mark sheets and the test note books.
03.	Verifying the structure & standards of the Question papers as Blooms Taxonomy.
04.	Verifying the requisition letters received from absentees and failures to conduct retests.
05.	Observation of Audit Report and action to be taken.

Discussion and Action Taken Report

The list of members attended the meeting is given in Annexure-I.

The Principal welcome the Academic Audit Committee members to the first meeting. The items listed in the agenda were taken for discussion and action taken report one by one.


The minutes of the meeting are as follows:

Item – 01	Verifying the corrected Internal test note books of all UG & PG courses.
Discussion	In the corrected test note books, the parameters to be verified were taken for discussion.
Resolution (Action Taken)	It was decided to verify the total of the marks and any omission of uncorrected answer in a random sampling method.
Item – 02	Cross verifying the marks entries in the consolidated mark sheets and the test note books.

Discussion	To verify the correctness of the consolidated mark sheets.
Resolution (Action Taken)	It was accepted to cross verify the marks in the test note books and consolidated mark sheets to find out any deviations during the entry of marks.
Item – 03	Verifying the Pattern and Standards of the Question papers.
Discussion	The specified Pattern of the Blooms taxonomy to be adopted for the tutorials, cycle test, terminals and model question papers.
Resolution (Action Taken)	It was decided to check the Pattern of the Question papers as Specified in Blooms Taxonomy by the senior faculty members.
Item – 04	Verify the requisition letters received from absentees to conduct retests.
Discussion	Retest for the failures and absentees were made compulsory to enhance the performance of the students.
Resolution (Action Taken)	It is resolved that retest for absentees and failures has to be conducted for all cycle and terminal tests.
Item – 05	Observation of Audit Report and action to be taken.
Discussion	Prepare an observation report of audit and the same to be submitted to the coordinator duly signed by Principal on specified time.
Resolution (Action Taken)	It is resolved that, the corrections in auditing is to be carried out with the approval of the Principal and submit Audit Report in specified time.

The Principal thanks all the members of the Academic Audit Committee for their valuable suggestions and coordination.


CONVENER 16/9/17


CHAIRMAN
(ACADEMIC AUDIT COMMITTEE)
PRINCIPAL
K.S.R. COLLEGE OF ENGINEERING
K.S.R. KALVI N
TIRUCHENGODE-67



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ACADEMIC AUDIT COMMITTEE MEETING

Meeting No.	01	Date & Time	16/08/2017 & 10.00 a.m.
Venue	A-Block Training Hall 1		

List of members presented:

Sl.No.	Name	Designation	Position	Signature
1.	Dr. P. Senthil kumar	Principal	Chairman	
2.	Dr. P.Sathish kumar	Assoc. Prof. / Physics	Member	
3.	Dr. P. Sudha	Asst. Prof./Civil	Member	
4.	Dr. T. Poongothai	Professor/ CSE	Member	
5.	R. Veeramani	Asst. Prof./ECE	Member	
6.	Dr. P. Suganya	Professor / EEE	Member	
7.	Dr. A. Maheswari	Asso.Prof. / EEE	Member	
8.	Dr. M. Rajasekar	Asst.Prof. / Chem	Member	
9.	Mr. K. Venkateshwaran	Asst.Prof. / Mech	Member	
10.	Mr. M. Sasikumar	Asst.Prof. / Auto	Member	
11.	Mr. V.M. Navaneethakumar	Asst.Prof./ MCA	Member	
12.	Mr. R.V.M. RANGARAJAN	Assoc. Prof. / Maths	Convener	



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03/12/17

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF THE SECOND MEETING

Minutes of the second IQAC (Internal Quality Assurance Cell) Meeting of K.S.R. College of Engineering (Autonomous), Tiruchengode, held on 03.12.2017 at 10.30 a.m in the Training Hall, Main Building

COMPOSITION OF IQAC MEMBERS

S. No.	Name & Designation of IQAC Members	Capacity	
1.	Dr. P. Senthilkumar, Principal	Chairperson	
2.	Dr. A. Mahabub Basha, Director	Senior Administrative Officers	
3.	Dr. R. Venkatachalam HoD/Automobile		
4.	Mr. S. Gopinath, CoE		
5.	Mr. K. Venkatachalam, Administrative Officer	Teachers	
6.	Dr. T. Palanisamy, Professor, I.K. Gujaral Punjab Technical University, Punjab		External Member
7.	Dr. P. Suganya, Professor / EEE		
8.	Dr. T. Poongothai, Professor/CSE		
9.	Dr. T. Sureshkumar, Professor/Mech		
10.	Dr. M. Gnanasekaran, Professor / Mech		
11.	Dr. P. Sudha, Professor/Civil		
12.	Dr. M. Rajasekar, AP / Chemistry		
13.	Dr. T. Vijayalakshmi, AP/MBA	Alumini	
14.	Mr. N. Mohanraj, Paypal, Chennai		
15.	Mr. C. Naresh Kumar, WEG Industries, Chennai	Industrialists	
16.	Mr. E. Jagathesan, Eagle Rebar Engineering Services India Pvt, Tiruchengode		
17.	Mr. M. Nandha Kumar, DDesignwise, Erode		

18.	Mr. S. Sudharsan, Wipro, Chennai	Employers
19.	Mr. S. Kirthivasan, VIRTUSA, Chennai	
20.	Dr. R.V.M. Rangarajan, Professor / Mathematics	Coordinator

Dr. R.V.M. Rangarajan – IQAC coordinator, welcomed the IQAC Committee members, presided over the meeting. He briefed the Goals, Objectives, Strategy, Functions, Benefits, Follow-ups, roles and responsibilities of members of the institution and also presented the report. He invited the members to share their views.

The items in the agenda were taken for discussion one by one.

1. Considered the academic activities of the College.

RESOLVED to bear out the communication pertinent to the academic activities like Teaching- Learning process, admission criteria, communication from various academic agencies and compliance with norms, standards and guidelines.

2. Considered the conduct of tutorial meeting.

RESOLVED to educate the faculty members to conduct tutorial meeting once in a fortnight and maintain record for the same endorsed by the HoDs. It was also discussed to take necessary action, if any lacuna or grievance is found.

3. Considered the MBA and MCA classes.

RESOLVED to conduct the MBA and MCA classes effectively and constructively allowing them to get more exposure to the factors which would fulfil their futuristic vision and requirements of industries.

4. Considered the allotment of slot for project work during the ensuing even semester.

RESOLVED to prepare review schedule for the project works of the final year UG/PG students.

5. Considered the R&D activities.

RESOLVED to encourage the faculty members to involve in R&D activities so as to strengthen the knowledge of the self and promote the quality of the institution as well.

6. Considered the results in the semester end examinations.

RESOLVED to take extra efforts to bring better results in the end semester examinations and advise some effective strategies to bring down number of arrears.

7. Considered the arrangements and framing of disciplinary committee for the smooth conduct of Farewell Day, Sports Day and Hostel day.

RESOLVED to make arrangements and frame disciplinary committee for the smooth conduct of Sports Day and Annual day as scheduled below:

Sports Day - 03-04-2018

Annual day - 24-01-2018

Further, it was also discussed to verify the Identity Cards of the students before their entry to the celebration hall to avoid the entry of interlopers.

8. Considered the communication to parents.

RESOLVED to communicate the parents regarding their offspring's' irregularity to the classes, if any, and counsel them in time to travel on a right track. It was also emphasised to maintain the records of the same for future reference.

9. Considered the remedial classes.

RESOLVED to conduct remedial classes for the slow learners, especially Engineering Mathematics and problem oriented papers. It was also discussed with the HoDs to bring in suggestions for the improvement of the students' performance in the examinations.

10. Considered the conduct of Internal Academic Audit.

RESOLVED to plan and get ready the files pertinent to Internal Academic Audit which would be held during the first week of January 2018 and to complete the internal academic audit before external audit.

11. Considered the Department Association Activities.

RESOLVED to conduct Symposium, Workshops, Seminars and Conferences periodically for paving the way to enhancing the knowledge among the students to meet out social needs.


12. Considered the NSS and YRC activities.

RESOLVED to increase the number of activities pertaining to NSS and YRC to promote social welfare and awareness among the volunteers.

Dr. P. Senthilkumar, Principal, solicited the continued support of the members for sharing their rich knowledge and wide experience for furthering the mission of the IQAC.

Dr. R.V.M. Rangarajan, Coordinator, IQAC, proposed the vote of thanks to all the members of the IQAC Committee and expressed gratitude for their sustained involvement and for making the meeting a grand success.


IQAC COORDINATOR


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K.S.R. COLLEGE OF ENGINEERING, TIRUCHENGODE-637 215.

(AUTONOMOUS)

Affiliated to Anna University, AICTE, Accredited by NAAC –‘A’Grade.

03/12/2017

VENUE	TRAINING HALL	DATE	03/12/2017
MEETING NO.	#2	TIME	10:30 A.M.

MEMBERS PRESENT

S.No.	Name & Designation of IQAC Members	Capacity	Signature
1.	Dr. P. Senthilkumar, Principal	Chairperson	
2.	Dr. A. Mahabub Basha, Director	Senior Administrative Officers	
3.	Dr. R.Venkatachalam, HoD / Automobile		
4.	Mr. S. Gopinath, CoE		
5.	Dr. T. Palanisamy, Professor, I.K.Gujral Punjab Technical University, Punjab	External Member	
6.	Dr. P Suganya, Professor / EEE	Teachers	
7.	Dr. T. Poongothai, Professor / CSE		
8.	Dr. M. Gnanasekaran, Professor / Mech.		
9.	Dr. P. Sudha, Professor / Civil		
10.	Dr. M. Rajasekar, AP / Chemistry		
11.	Dr. T. Vijayalakshmi, AP / MBA		
12.	Mr. E. Jagatheesan, Eagle Rebar Engineering Services India Pvt., Tiruchengode.	Industrialists	
13.	Mr. M. Nandhakumar, Design wise, Erode		
14.	Mr. S. Sudharsan, Wipro, Chennai	Employers	
15.	Mr. S. Kirthivasan, VIRTUSA, Chennai		
16.	Dr. R.V.M. Rangarajan, Professor / Mathematics	Coordinator	